



**Staff Report to  
The Mayor and City Council  
For the Month of October 2006  
Prepared November 8, 2006**

**Top Priority Action Items**

<b>Item No.</b>	<b>Date of Change in Status</b>	<b>Item</b>	<b>Comments</b>	<b>Department</b>
1	November 8, 2006	Dohman Dam—FEMA Funding	We received our first payment from FEMA, just under \$300,000.	Water
2	November 8, 2006 Complete	Beard's Hollow ADA issues	We will contact State Parks to set up a site visit to validate all ADA issues are resolved to their satisfaction.	Administrator
3	November 8, 2006	Scenic By-Ways Grant--Overlook	We will be receiving an invoice from WSDOT for the geo tech match, we will have to pay the entire match and then they will reimburse us the \$2,500 they are covering. This will be the last action before the transfer to Ilwaco can be completed.	Administrator
4	November 8, 2006 Complete	Discovery Trail—South Main Crossing	The work is complete, the County did the installation and the City is paying for the materials.	Administrator
5	November 8, 2006 Complete	Discovery Trail Paving	The paving is complete, we are reviewing the invoices and will close out the project.	Administrator
6	September 28, 2006	Discovery Trail Phase 2	We are awaiting the agreement of Attorneys fees for McArthur.	Finance
7	November 8, 2006	Discovery Trail Final Segments	Robert submitted two funding requests for additional work on Discovery Trail. One to pave the section between Beard's Hollow and 30 <sup>th</sup> for which Long Beach is the lead agency and one for Ilwaco to Beard's Hollow for which Ilwaco is the lead agency. We will continue to submit funding requests for both segments as opportunities arise to do so.	Administrator
8	November 8, 2006	Comprehensive Plan Update	Our next meeting is November 29 at the Super 8 at 6:30 pm	Community Development
9	November 8, 2006	Parks and Recreation Plan	We conducted the parks meeting on November 8, 2006 with over 20 people in attendance.	Parks
10	March 9, 2006	Storm water Master Plan	No action taken yet	Streets

## Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
2	November 15, 2006 workshop	November 8, 2006	Planning Fees	Staff will discuss limited changes to planning fees at a workshop on November 15th	Community Development
3		November 8, 2006	Codification	The draft City Code is being proof read and prepared for final review. The draft has the recently adopted sign regulations included.	Administrator
4	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
5	ICW November Budget	November 8, 2006	Lodging Tax Use	We are working with the LTAC, Merchants Association, Festival Chairs, and will be meeting with the Visitors	Administrator

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
	Workshop			Bureau regarding options for realigning expenditures to come into compliance with the recent rulings regarding use. The intent is to find a solution that results in no change in the funding levels for current events and activities that is within the constraints defined in the recent ruling.	
6	November 15, 2006	November 8, 2006	EMS Inter-local agreement and Ambulance Service agreement.	Inter-local agreement is workshop topic and agenda item for November 15 <sup>th</sup> meeting.	Administrator
7	December 2006	November 8, 2006	Water System Master Plan Review and Adoption	Staff is coordinating with G&O to set up a presentation of the draft master plan for review and adoption.	Administrator
8		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
9	On Hold	September 28, 2006	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users. We do charge a base rate, times number of days used.	Water
10	December 2006	November 8, 2006	Cross Connection Program	We plan to present the ordinance for adoption at a December City Council meeting.	Water
11	Ongoing	November 8, 2006	Budget	We have set a schedule of budget workshops for the FY 2007 budget	Finance

## Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 received, \$168,000 remaining	City Administrator	Funds available
Discovery Trail Overlook	SAFETEA-LU	\$124,900 awarded \$124,900 remaining Phased allocation with \$50,144 available through FY 2006	Transferring to Ilwaco	Waiting for Ilwaco's letter accepting transfer of lead agency
Discovery Trail Overlook	National Scenic Byways	\$134,534 awarded \$17,400 used for Geo Tech \$117,134 remaining	Transferring to Ilwaco	Waiting for approval of transfer of lead agency
Discovery Trail Overlook	Federal Appropriations Request	\$350,000 requested	Transferring to Ilwaco	Pending
Discovery Trail Port of Ilwaco	Federal Appropriations Request	143,300 requested	Would like to transfer to Port of Ilwaco	Pending—will make decision on transfer if successful
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received, \$29,067 spent.	Finance Director	Completed
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$1,000,000 received	Finance Director	Completed
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$2,230,000 billed \$1,870,000 received	Finance Director	Billings sent for final \$360,000
Water Study	WS DOH	\$30,000 awarded \$30,000 remaining Received \$29,000	Finance Director	Billed, received payment and closed out
USDA Forest Service	USDA	\$50,000 awarded \$50,000 received	Finance Director	Completed
Water Plant Improvements	Drinking Water State Revolving Fund	\$683,770 awarded	Finance Director	Filing Initial Paperwork
Discovery Trail- 17 <sup>th</sup> Street SW to Beard's Hollow	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Bids can be advertised pending approval from WSDOT on environmental

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
				assessment revised by ELS.
GMA Update Grant	Washington State Department of Community, Trade, and Economic Development	\$6,250 requested \$6,250 awarded No match required  *Next FY the City will receive an additional \$2,500 because funds cannot be awarded across fiscal years.	Community Development	Awaiting official contract document
Emerging Issues Grant (EIG) for Parks and Open Space Plan	Washington State Department of Community, Trade, and Economic Development	\$10,000 requested \$10,000 awarded \$5,000 received	Community Development	
Design Grant	Cowlitz Wahkiakum Council of Governments	No specific dollar amount is required for application; however the project applied for would include design work of the Bolstad Avenue Reconstruction	Community Development/ Parks and Streets	Approved
2006 Lewis and Clark National Historic Trail Challenge Cost Share Program	National Park Service	\$250,000 requested with \$250,000 match \$12,000 awarded \$12,000 match required	Community Development	Received initial notice of funding. Waiting for formal award packet and determination of match funds.
<b>City Council Approved Revisions to the Budget for Future Budget Amendment:</b>				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

## Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	November 8, 2006`	Trendwest SSDP Revision	I have the information required to evaluate the requested revision and am working on it.	Administrator
2	November 8, 2006 Complete	Noise Complaint—Crematorium	Updated the City Council on this item at an October meeting—no further action required.	Administrator
3	November 8, 2006 Complete	UGA location	The County provided revised maps correcting the confusion regarding the actual location of the UGA	Administrator
4	November 8, 2006 Complete	Atlas SSDP Appeal	Shoreline Hearings Board ruled in favor of Atlas and the appeal window has closed. This action is complete and Atlas can move forward at their discretion.	Administrator
5	November 8, 2006	Boys and Girls Club	Robert was appointed to the board of directors for the Boys and Girls Club, first meetings begin in November. The group requested funding and support. We are going to allow them to modify the northwest corner of the old Kite Museum for temporary office space.	Administrator
6	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
7	February 2006	JPCHA Eagles Acquisition	The JPCHA is working on acquiring an existing affordable housing property.	Administrator
8	November 8, 2006	Homeless Grant	The JPCHA submitted a grant application to Pacific County requesting the Commissioners approve the application for submission to CTED, which they did. The funding would allow for the JPCHA to begin limited service to Pacific County.	Administrator
9	November 8, 2006	Ecology Meeting	With CREA, met with the Department of Ecology to discuss the limits and constraints that must be	Administrator

Item	Date of Change in Status	Item	Comments	Department
			considered as we look at changes to the Shoreline Master Program. Long Beach must complete a comprehensive update of the SMP by 2014. Grant funds will not be available to do an early update. We can make minor changes, however, in September DOE provided additional guidance severely limiting what would be considered minor. The key is any major changes would trigger a complete, comprehensive update that must consider best available science. The costs associated with the science component are in the tens if not hundreds of thousands of dollars. CREA will prepare a letter summarizing the meeting for the Mayor and Council.	
10	November 8, 2006	Doney Sewer Lift Station	Drafted a letter to Matt Doney setting a date to provide the City with a design for the reconstruction of the lift station on 28 <sup>th</sup> Street by November 27 <sup>th</sup> so we can move forward to complete that upgrade. Mayor and Council received the letter in their boxes.	Administrator
11	November 8, 2006	WCIA Mandatory Training	We still must complete mandatory drug and alcohol training for supervisors of CDL employees. AWC is sending us the materials needed to complete the training so we can finish this last mandatory requirement.	Administrator
12	October 2006	RV Show 2007	Coordinating with Pacific Events Group for annual RV's by the Sea RV Show to be held the end of April 2007 at the Bolstad Beach Approach	Activity Coordinator
13	October 2006	Native American Gathering	Meeting with the Chinook Nation council on November 11, 2006 to pitch the proposal for a Native American Gathering that will take place the week before Loyalty Days 2008. This event incorporated all	Activity Coordinator

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			Native American Tribal Councils along the Lewis & Clark trail as well as the Loyalty Days events.	
14	October 2006	Mosaic Children's Art Fair	The Peninsula Saddle Club is a 501 (c)(4) organization that is working cooperatively with the Peninsula Art Association and the City of Long Beach to host a Mosaic Children's Art Fair. I am working with these two entities to obtain a grant from Hamburger Helper for \$15,000 to sponsor the event.	Activity Coordinator
15	October 2006	Christmas at the Beach	Working with Ruthann Hocking to build the Christmas weekend events. Coloring contest is in the works. Have received sheets from one of the ten schools already. We are expanding the weekend to include a pajama movie night at the Neptune Theatre and special guest appearances from Mrs. Claus funded jointly by the Merchants Association, merchant donations, and LTAC funds left over from SummerFest. She will be performing and also decorating cookies with the children downtown Long Beach.	
16	October 31, 2006	Cruise Ship Tours	Met with Bruce Connors from Sundial Travel on excursion tours for Long Beach. Created and submitted a new tour excursion for the 2007 - 2008 Cruise Ship schedule. Cruise Ships tentatively looking at buying two of the shore excursions offered from the City of Long Beach for 07-08 schedules. We will know which excursion packages are purchased on December 15, 2006.	Activity Coordinator
17	October 31, 2006	Festival & Event Management Certificate	Completing and submitting final paper on November 10 <sup>th</sup> 2006 to complete the program.	Activity Coordinator
18	October 2006	Bark for the D.O.G 2007	Working with the Humane Society for their 2007 Doggie Olympic Games	Activity Coordinator



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			event in Long Beach.	
19	September 2006	Informed Merchants Survival Guide	Working with the Long Beach Merchants on the Informed Merchants Survival Guide to help businesses promote events, lodging, and Long Beach business.	Activity Coordinator
20	October 2006 Complete	LTAC	Researching with other communities their protocol for allocating Lodging Tax funds for festivals and events	Activities Coordinator
21	October 2006	SummerFest FY 2007 Budget	Preparing the SummerFest 2007 budget request.	Activity Coordinator
22	October 4, 2006	Bolstad Street Improvement	We received funding assistance and they are working on a design.	Community Development
23	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	Finance
24	April 26, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment received.	Finance
25	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
26	July 12, 2006	Police Vehicle Claim	Title sent to Evergreen Adjustment. Check received. Awaiting Final #'s from Chief Wright	Finance
27	November 8, 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott. Dismissed	Finance
28	November 8, 2006	Budget 2007	Workshop dates have been set, compiling data.	Finance
29	November 8, 2006	City Financials	Up to Date through October—submitted to Council & department heads	Finance
30	November 8, 2006	City Network & Cameras	All Cameras except Whale camera installed and working Network at city shop up and running. Working	Finance

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			on the link to the Firehall.	
31	November 8, 2006	NIMS Training	October 7, 2006 training at fire department successful, remainder of city needs to be scheduled.	Finance
32	November 8, 2006	Purchased computer for Water Supervisor	Installing software and updating information	Finance
33	October 1, 2006	Annual Hose Testing	Completed for 88-21, 88-22, 88-23. Still need to do 88-24 & Hose Rack.	Fire
34	May 21, 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan. Updated by adding maps of Ilwaco Port.	Fire
35	November 8, 2006	Tower 88-71	Delivered from Alabama last week. Ordering equipment, should be operational after training and equipment arrival.	Fire
36	October 2006	Maintenance	Winterized Parks /Planters/Boardwalk	Parks
37	October 2006	Maintenance	Removed the bases, backstop pads, and signage from the softball fields	Parks
38	October 2006	Discovery Trail	Installing signage and bollards in the newly paved sections of the trail	Parks
39	October 2006	Wood carving	City crew found a log at Benson Beach for the newest wood carving. Seaview Sculptures has begun work.	Parks
40	September 2006	Maintenance	Pruned back the Rhododendrons at the Gazebo park	Parks
41	September 1 <sup>st</sup> – 4 <sup>th</sup> , 2006	Labor Day Weekend	The weekend went well.	Police
41	October 4 <sup>th</sup> , 2006	Meeting	Chief Wright and David Glasson met to discuss Tsunami planning.	Police
42	October	Community	Chief Wright assisted the City of	Police

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	6 <sup>th</sup> , 2006	Policing	Raymond by sitting in on an oral board for new hires for the Raymond Police Department.	
43	October 10 <sup>th</sup> , 2006	Meeting	Chief Wright attended the 911 Operations board meeting. Planning for the eventual purchase of mobile data systems for police cars was discussed.	Police
44	October 9 <sup>th</sup> – 12 <sup>th</sup> , 2006	Training	Loretta attended a conference with the Washington State Traffic Safety Commission.	Police
45	October 9 <sup>th</sup> – 13 <sup>th</sup> , 2006	Community Policing	Officer Jacobson went to the Long Beach Elementary School and gave safety talks to the children.	Police
46	October 17 <sup>th</sup> , 2006	Training	Chief Wright attended training put on by AWC dealing with FLSA.	Police
47	October 18 <sup>th</sup> , 2006	Meeting	Chief Wright attended a Tsunami workshop in South Bend. The cities plan for dealing with a Tsunami was discussed.	Police
48	October 19 <sup>th</sup> , 2006	Training	Officer Casey Meling graduated from the Police Academy after 6 months of training.	Police
49	October 19 <sup>th</sup> , 2006	Training	Officer Randy Busby took his BAC (breathalyzer) refresher course.	Police
50	October 19 <sup>th</sup> , 2006	Community Policing	Loretta attended a meeting of the Pacific County Health and Safety Network. This organization exists to help area children.	Police
51	October 23 <sup>rd</sup> , 2006	Planning	Chief Wright met with staff of the Long Beach Elementary School. Planning was done on how the department and school would respond to a hostage situation or a shooter at the school.	Police
56	October 26 <sup>th</sup> , 2006	Community Policing	Officer Kevin Martin was presented his award for being Long Beach Officer of the year for 2005 at the American Legion awards dinner.	Police
57	October 31 <sup>st</sup> , 2006	Community Policing	Loretta went to the Long Beach Elementary School and gave out Halloween Bags to the kids. She also gave each class a safety talk for Halloween.	Police

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58	October 31 <sup>st</sup> , 2006	Community Policing	Officers handed out candy to trick or treater's during the night. The night was fairly quiet.	Police
59	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
60	September 2006 Completed October 2006	Drainage	Awarded contract and work has begun on drainage project behind the fire hall	Streets
61	September 2006	Signage	Replaced faded and missing street stop signs	Streets
62	October 2006	Drainage	Installed 300ft of pipe and 3 catch basins at 18 <sup>th</sup> No Blvd	Streets
63	October 2006	Drainage	Repaired a failing stormwater basin at 9th So Blvd	Streets
64	October 2006	Drainage	Installed a catch basin at 10 <sup>th</sup> and Calf	Streets
65	October 2006	Drainage	Installed 60ft of pipe and 1 catch basin at 5th No. OR.	Streets
66	October 2006	Training	Kitzman, Warner, Luethe, attended a Water and Wastewater Disinfection Class	Streets
67	November 2006	Service Installations	Staff has set (26) new services since the start of the year, with (3) more pending.	Water
68	November 2006	Locates	Staff did (22) new locates during the month.	Water
69	November 2006	Pumps	Staff removed and inspected Dolman Number 2 pump motor. Discovered One phase grounding out. Sent in for Repairs.	Water
70	November 2006	Certifications	Rick G took and passed his water distribution manager 3 test. He just missed his operator 4 cert. Jake B Took and passed his operator 1 test.	Water
71	November 2006	Distribution system	Staff installed a riser on the blow off for the main line to town.	Water
72	November 2006	Distribution system	Staff repaired 3 hydrants and installed 1 hydrant riser in the system.	Water
73	November	Community	2 of our staff spent ½ day with 4	

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	2006	Support	pumps helping Ilwaco's flooding issues.	Water
74	November 2006	Pumps	Staff removed and inspected the Breakers 2 pump. Discovered the Main impeller had a large hole in it. Sent in for repairs.	Wastewater
75	November 2006	Samples	Staff did all yearly and 4 <sup>th</sup> Quarter Sampling for the waster water plant.	Wastewater
76	November 2006	Sludge Site	Staff met with contractor to look at Brushing site number 2 for maintance.	Wastewater
77	November 2006	Collection system	Staff has been conducting manhole Inspections.	Wastewater